WIOA 2022-2023 Applications Instructional, Institutional, and IELCE
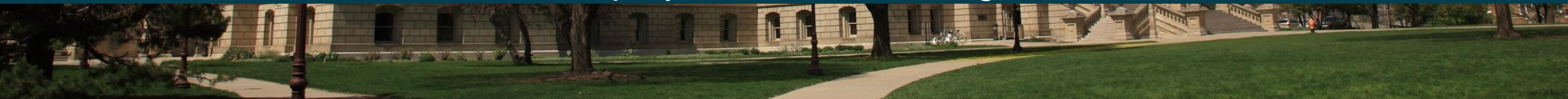
Michigan Department of Labor and Economic Opportunity

Employment and Training

Contents

MICHIGAN DEPARTMENT OF
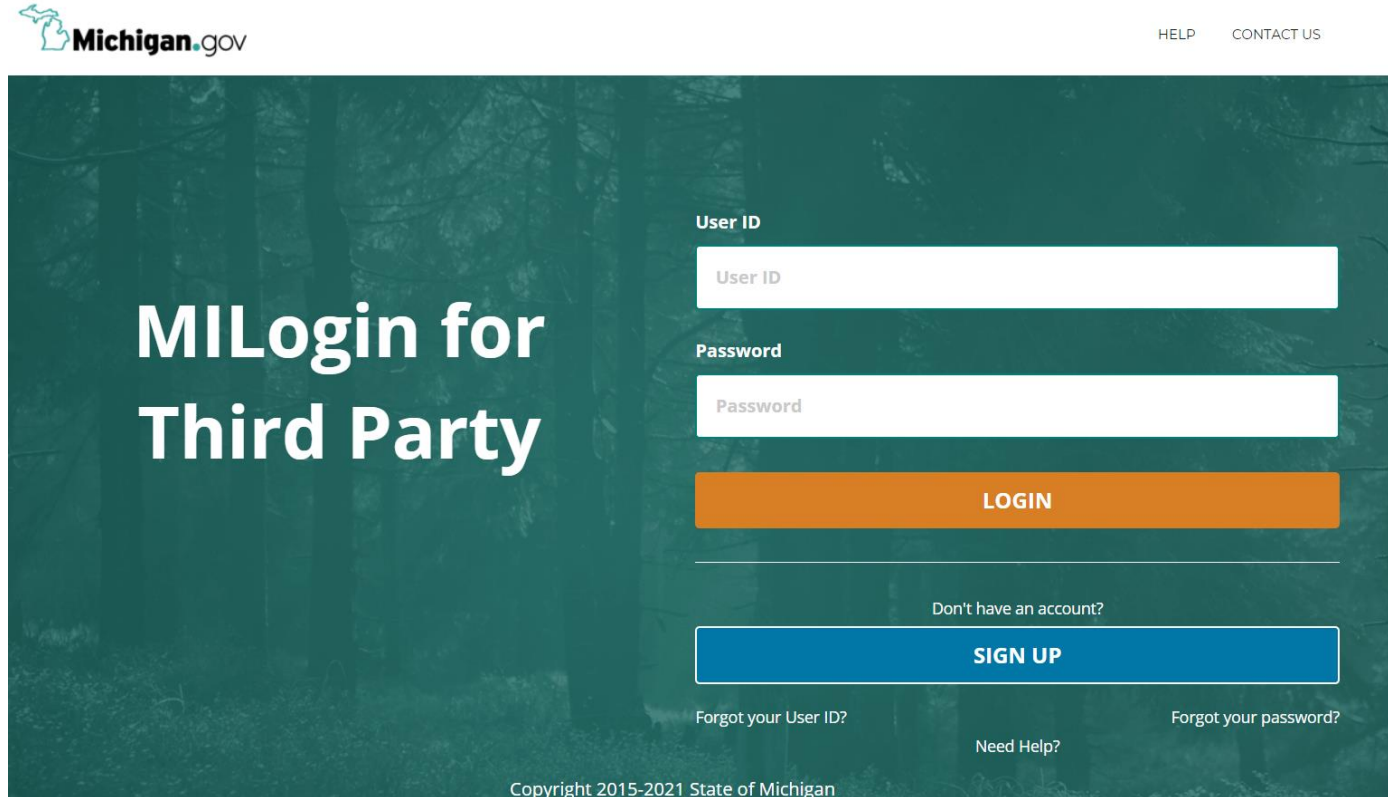LABOR & ECONOMIC OPPORTUNITY | EMPLOYMENT & TRAINING

Special Note

NexSys is supported by the following browsers: Chrome, Microsoft Edge, and Firefox. We strongly recommend using Chrome when working in NexSys.

MiLOGIN for Third Party

https://milogintp.Michigan.gov

Login using Username and Password created during account creation and linking process.

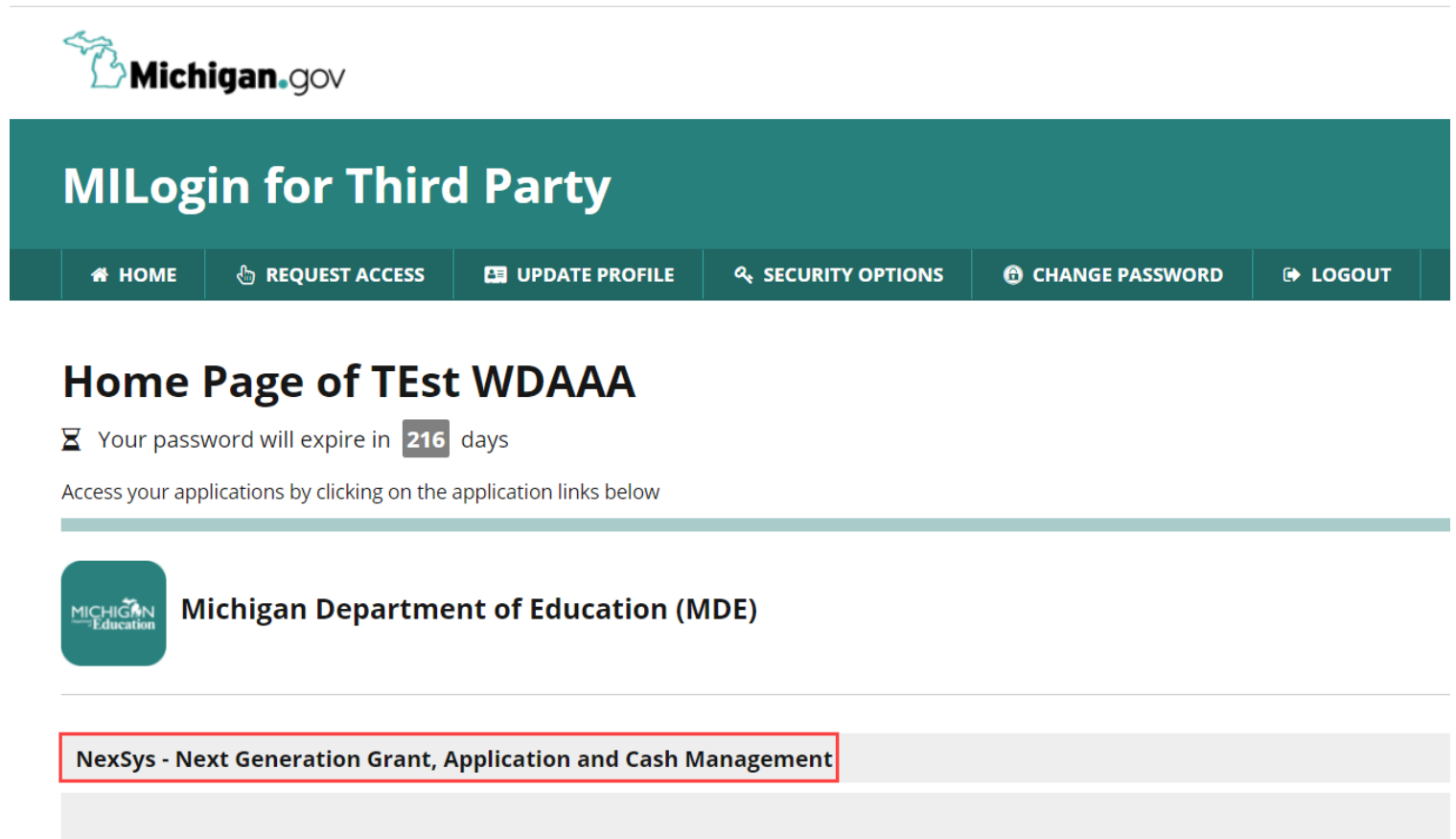Refer to the NexSys website for instructions for setting up and linking a MiLogin for Third Party account.

MiLOGIN for Third Party

Select the link for **NexSys – Next Generation Grant, Application and Cash Management** under the Michigan Department of Education Header.

MiLOGIN for Third Party

After acknowledging and agreeing to the **NexSys Terms & Conditions**, the NexSys **Dashboard** should open.
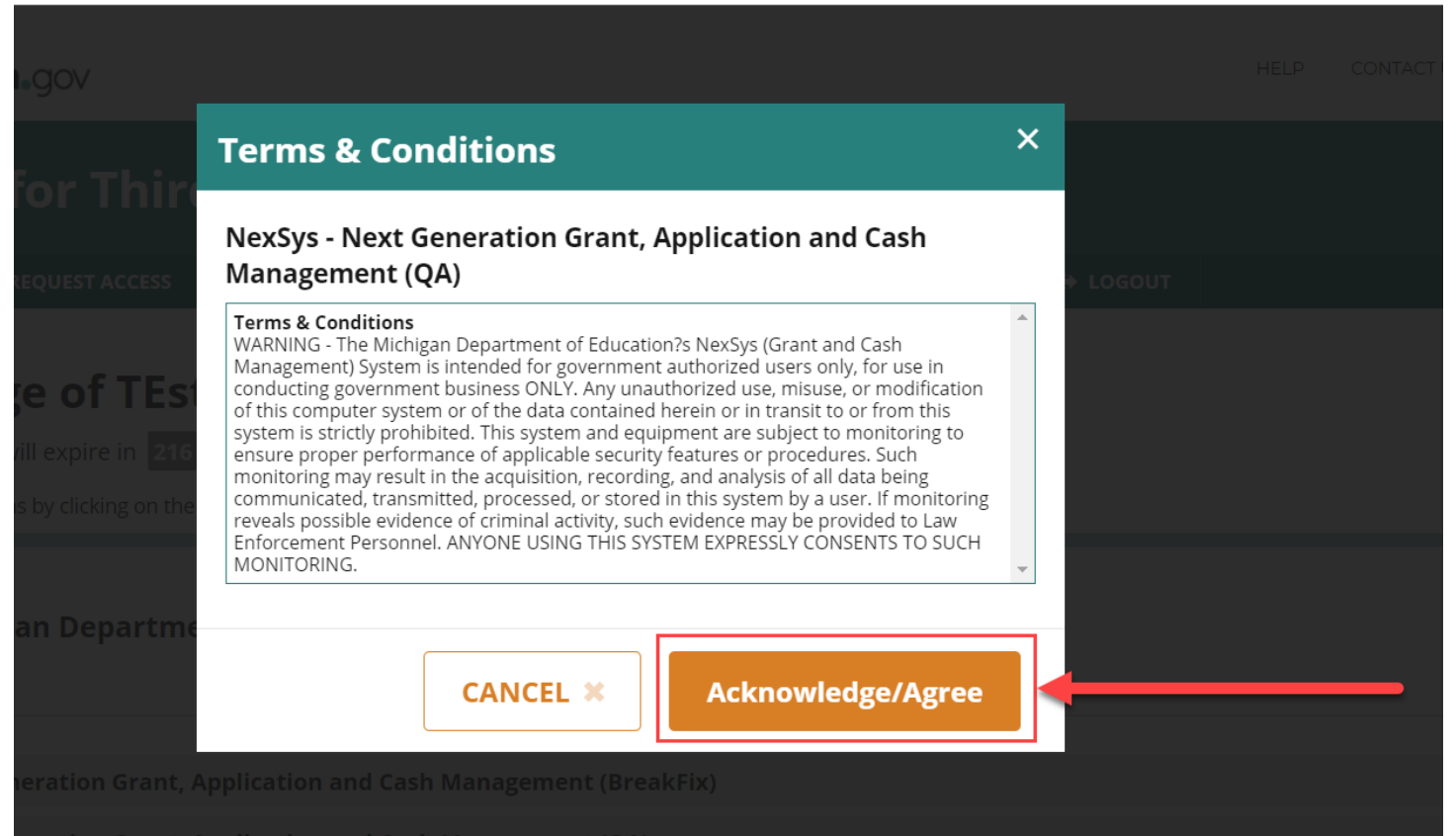
Initiate Application

Level 5 users can find the WIOA Application within their **My Opportunities** panel.

Locate the appropriate application and select the blue colored link titled **Adult Education: WIOA Instructional Programs, Adult Education: WIOA Institutional Programs, or Adult Education: WIOA IELCE Programs**.

Initiate Application

Ensure the pop-up window displays the correct agency and select **Proceed**.

Initiate Application

Once the application is initiated, a **Copy Forward** option will appear. This option allows you to copy forward certain data from the 2022 WIOA application.

Adult Education: WIOA Instructional Programs

Provided By:	Michigan Department of Education
Provided To:	Zeeland Public Schools - 70350
Copy Forward Document:	Don't Copy Forward
NexSys Applications Availability Dates:	8/1/2022 12:00:00 AM - 8/31/2022 12:00:00 AM
Due Date:	N/A

Proceed   Cancel

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Initiate Application

The **Copy Forward** feature has two options: **Don't Copy Forward** and the **2022 Application Document Number.**

Choosing to import will copy forward the following pages from the 2022 application:
- **Regional Partnership**
- **Adult Education Program Offerings**
- **Budget Summary, Detail and Budget Items**
- **Narrative Uploads**

Adult Education: WIOA Instructional Programs

Provided By:	Michigan Department of Education
Provided To:	Zeeland Public Schools - 70350
Copy Forward Document:	Don't Copy Forward
	Don't Copy Forward
	WIOAIP2-2022-70350-4
NexSys Applications Availability Dates:	
Due Date:	N/A

Proceed   Cancel

Navigate and Complete the WIOA Application

The green menu to the left displays all pages of the application. The white check boxes will appear empty until pages are completed, at which time a white check mark will populate.

While users may begin with any page of the application this guide will work from the top down, starting with the **Cover Page**.

Cover Page

On the **Cover Page** you must scroll down and select a **Main** and **Secondary Contact** from the dropdown. The dropdown is populated by names drawn from the **Add/Edit People** section.

Main Contact Person

Contact Name

[⌄]

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

Cover Page cont.

The bottom half of the **Cover Page** is used to select both a main and secondary contact person for the project.

1. Select a main contact person from the first drop-down.
2. Select a secondary contact from the second drop-down.
3. Select SAVE in the upper-right hand corner of the page.

Cover Page cont.

Contact information for both individuals should display on the **Cover Page** after the page saves the selections.

Note the **Cover Page** now shows a check mark within the green menu on the left-hand side of the page.

Select the **Assurances and Certifications** link to move to the next page of the application.

Assurances & Important Information

Click on the **Assurances and Certifications** page and the **Important Information** page to review the information present.

Please read the Important Information.

The check box will show as complete without having to click on SAVE even though there is a SAVE button.

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Review Grant Selections page

NexSys requires the completion of the **Review Grant Selections** page. Budget pages will be generated in the application once **Review Grant Sections** has been completed and saved. The required **Federal budget** will default to **Apply Now**.

Anticipated Tuition and Fees must be selected if you are charging any tuition or fees to participants.

Anticipated Other Local must be selected if you do not receive State Section 107 funds.

Click SAVE when done.

Review Grant Selections

Adult Education: WIOA Instructional Programs

Do Not Apply	Apply Now	
○	●	Federal Instructional
○	○	Anticipated Tuition and Fees
○	○	Anticipated Other Local

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Additional Fiscal Agent Information page

Fully complete the **Fiscal Agent Information** page.

1. Fill in responses.
2. Select SAVE in upper-right.

Additional Fiscal Agent Information

FISCAL AGENT NAME:

Kalamazoo Public Schools - 39010

* AGENCY TYPE:

OTHER:

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A quick note about phone number formatting

Phone numbers will automatically be formatted as you type the number into the field.

For phone numbers with extensions, continue to type in the phone number field and the extension will show without you having to add "ext." or "x."

* Phone

(555) 623-6598

* Phone

(441) 223-6598 ext. 55

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Regional Partnership page

This page can copy forward from the 2022 application. Please update the page as needed.

To add more rows to the page, click on the + to the right of the last row.

Save the page.

Regional Partnership

Entity Name

Kalamazoo Public Schools - 39010

Roles AND/OR Services	
AGENCY NAME	ROLES AND/OR SERVICES
0 of 60	0 of 60
0 of 60	0 of 60

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Adult Education Program Offerings page

This page can copy forward from the 2022 application.

Update the **Program Offerings** page as needed.

SAVE the page once updated. You must **SAVE** each location even if no changes have been made.

Adult Education Program Offerings

PROVIDER NAME:

* Site Name Where Applicable Classes Are Held:

* Site Address: *** Site City:**

* Site State: *** Site Zip:**   *** Telephone Number:**

MI

* COUNTY OF SITE LOCATION: *** Program Website for Public Access:**

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Adult Education Program Offerings page cont.

This information will be used to list your program, locations, and services on a public website. Program contact and program website information should be appropriate for public use and for questions and/or registration purposes.

If you select IET or IELCE, you are required to upload IET Plan Parts 1 & 2 for each IET. Please use the templates found on the Adult Education website.

Use the ADD or DELETE button at the upper right to add or delete a location.

PROGRAM	TUITION AND FEES (per participant):	HOURS OF OPERATION (days/hours/# of weeks or term):
☐ ABE		
☐ ASE		
☐ HSC		
☐ HSE		
☐ ESL		
☐ IET		

Budget Summary page

This page can be copied forward from the 2022 application.

Scroll down to complete the page.

1. Fill in Business Office Representative contact information and Project Contact Person information.
2. Save page.
3. Go to **Budget Items** to begin building budget.
4. Administrative costs percent will display on this page once budget items are added.

New Note | Save

Budget Summary

Funding Source

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Y
70350						

200058

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000

Contact Information

* Business Office Representative

* Phone

* Email

* Project Contact Person

* Phone

* Email

Budget Items page

This page can copy forward from the 2022 application and be used as a starting point and reference for completing the 2023 budget.

Select the appropriate item from each dropdown menu and provide a DETAILED budget item description. Enter the budget amounts, complete the page and SAVE.

Select ADD to add another budget item. This is the only way to add a new budget item

Note: The red arrow points to a navigation bar to scroll left or right. This bar is found on most pages.

Budget Item

Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Endir

Select the appropriate Function Code for this budget item:

Indicate if this budget item is a Program Cost or a cost assigned to an Infrastructure Cost Agreement:

Program Cost

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

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Budget Items cont.

Once budget items are added, clicking the **Budget Items** menu item on the left will pop out a sub-menu displaying all existing budget items. From the sub-menu each item can be clicked on as needed.

If you leave the budget item screen and wish to return to add/delete budget items, click on any budget item and then click ADD at the upper left.

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Budget Detail page

This page can copy forward.

The **Budget Detail** page provides an exportable version of each budget.

At the top of the page, select the **Funding Source** and correct **Source of Funds** to display the information you require. To select **ALL**, use the blank option in both drop down menus.

Budget Detail page

Click on the **Export** box (indicated by the red arrow) to export the **Budget Detail** page. Select either Excel, XML or CSV.

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Contractual Agreement and MOU pages

Upload Contractual Agreements and Memoranda of Understanding to the correct upload page. These serve as supporting documentation for budget items, infrastructure costs and service agreements.

To upload multiple documents, click on ADD and be sure to SAVE.

Contractual Agreement

Title

Document Source

Select

Memorandum of Understanding

Title

Document Source

Select

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Narrative Upload page

This page can copy forward.

If rolled forward, **delete the 2021-22 Narrative Template** and upload the completed 2022-23 Template. **Do not delete the original RFA application.** If the RFA application had been uploaded under State of Michigan Attachments in the 2022 application, it must be uploaded under Narrative Upload in the 2023 application.

Use the **Narrative Template** found on the Adult Education [website](#) to indicate changes to your program and services for PY22-23, compared to the original RFA application.

Upload the completed template AND your original RFA grant application to the **Narrative Upload page.**

Save after each upload.

Narrative Upload

*Title

*Document Source
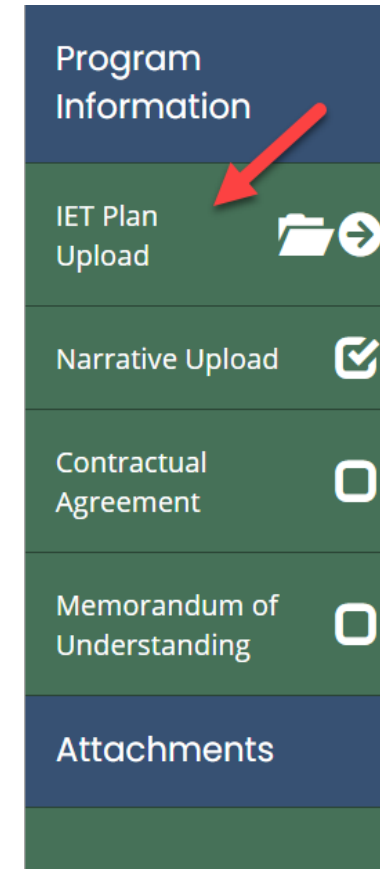
Select

IET Plan Upload page

The upload feature for the **IET Plan** will show if IET has been selected on the Adult Education Program Offerings page. It automatically shows in the IELCE application.

To upload multiple documents, click on ADD and be sure to SAVE.

You must provide an **IET Plan Parts 1 & 2** for each type of IET provided. These templates are on the [website](#).

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Attachments page

The **Attachments** page can be utilized to upload additional documentation to support the application. Use clear titles to indicate the subject of each document.

Multiple attachments may be uploaded.

Click SAVE after adding each attachment.

State of Michigan Attachments page

This page is for the State Office of Adult Education to utilize once the application has been submitted. This upload feature will not work for the local agency, but the local agency will be able to see what is uploaded here.

Submit the WIOA Application

All available status options appear below the **Status Options** section of the green navigation menu, towards the bottom of the navigation menu.

Level 5 users will see both **Submit Application** and **Cancel Application** under status options.

If for any reason the application must be cancelled, the Level 5 user has this option available to them at any time before submission. If this is the case, select **Cancel Application**.

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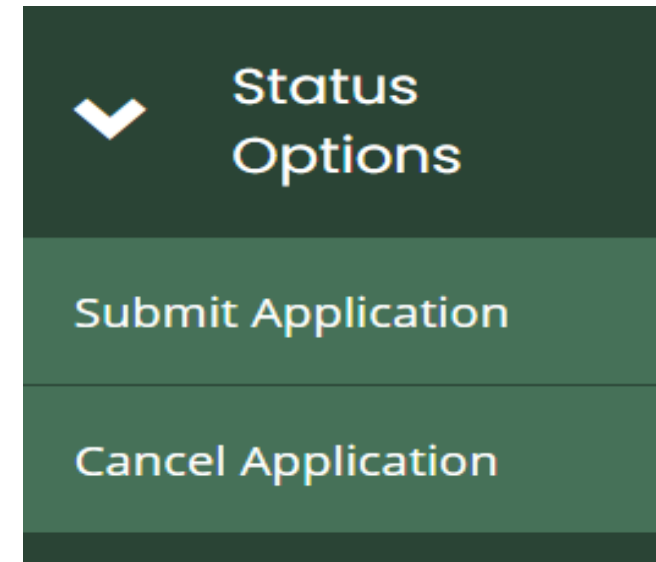
Submit the WIOA Application

Select **Submit Application**. A box will pop up confirming you want to submit the application. The box will contain the language shown here.

By submitting the application, the level 5 is acknowledging that the information in the application is true and correct, that the agency will comply with the Assurances and Certifications, and the budget was prepared cooperatively by individuals from both the Programs and Business Office.

In order to submit your application you must first agree to the following conditions. I, Test WDAAO, certify that... The information submitted in this application is true and correct to the best of my knowledge; and {FiscalAgent} will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and The budget was prepared cooperatively by individuals from both the Program and Business Office. If you are not Test WDAAO you should return to the Main Menu.

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Timelines for Review and Modifications

- Submitted applications will be reviewed by the Program Office within **45 calendar days**.

- Programs should submit modifications to the Program Office within **21 calendar days**.

- The final amendment due date is **May 15, 2023**.

- Please amend the application as necessary throughout the program year. Do not wait until the final due date to submit amendments.

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Modify the WIOA Application

If the Adult Education program office requires modifications to the WIOA application after its initial submission and Program Office review, please login to NexSys and locate the application under **My Tasks.** Select the blue colored alphanumeric link under **Name** to access the application.

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Modify the WIOA Application cont.

Note: If the application does not appear in **My Tasks**, click on **Searches** and select **Applications**.

Select the type of application from the dropdown and then fill in the fiscal year.

Once an application has been initiated by the agency, it will be found under **Searches**.

Home   Administration ▾   Searches ▾

- If you need access to entity Applications, please contact your En
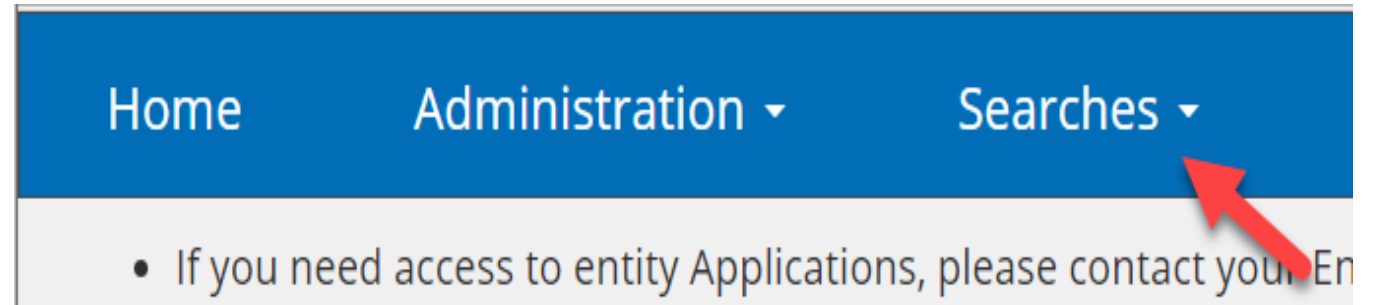
Document Search

Document Number

Entity

My Application/Tasks

Adult Education: WIOA Instructional Programs

Status

Fiscal Year

2022

Modify the WIOA Application cont.

The application will open to the **Document Overview** page. Scroll down the menu on the left-hand side until you see the **Status Options** available.

Select **Modify Application**.

Click **OK** when the confirmation box pops up.

Modify the WIOA Application cont.

To see requested modifications, scroll down the menu on the left-hand side of the page until the **Notes** page is located under **Tools**.

An exclamation point icon will indicate the presence of new notes for the user to respond.

Select **Notes** to open the **Notes** page. **Notes** does not differentiate which page the note is for, therefore the Program Office Reviewer will begin each note with the page name the note refers to.

WIOAIP-2022-70350-12

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes ❗

Print Document

Status Options

Test WDASAPA - 8/10/2021 4:02:29 PM

IET Plan Upload-please upload a Plan for each IET you are providing.

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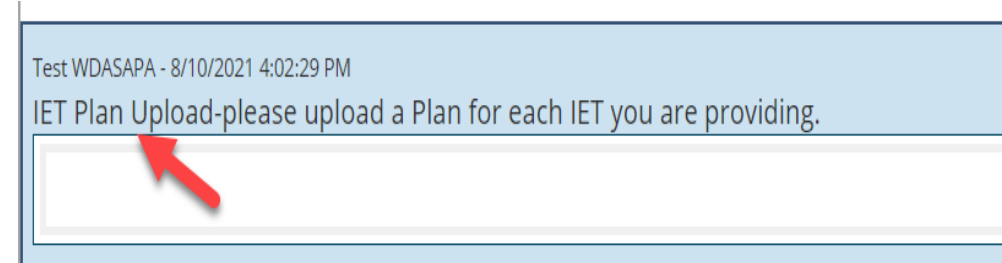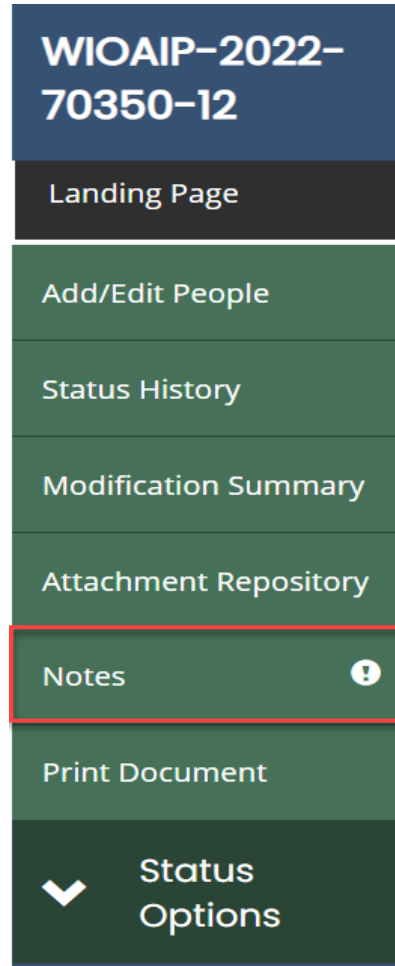
Modify the WIOA Application cont.

Note: For review purposes, **Narrative** review refers to all aspects of the application *except* the budget pages.

Note: If budget items need to be modified, a comment will be made in the **Notes** section referring the user to the **Flagged Budget Item** section.

WIOAIP-2022-70350-12

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes ❗

Print Document

Status Options

Test WDASAPA - 8/10/2021 4:02:29 PM
IET Plan Upload-please upload a Plan for each IET you are providing.

Modify the WIOA Application cont.

If modifications are required, new notes will be present to indicate exactly what must be added or clarified.

If the modification involves responding to a comment, please enter the response on the notes page directly below the prompt.

Note: Narrative review comments usually require the agency to **make a change to an application page in addition to supplying a comment here.**

Test WDASAPA - 8/10/2021 4:02:29 PM
IET Plan Upload-please upload a Plan for each IET you are providing.

Test WDASAPA - 8/10/2021 3:58:26 PM
Please clarify the Program Offerings.

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Modify the WIOA Application cont.

Click on the white box immediately below the prompt to enter text.

Select the Pencil icon below and to the right to toggle the full text editor to allow for more robust formatting.

Select the paper airplane icon to save and submit the response.
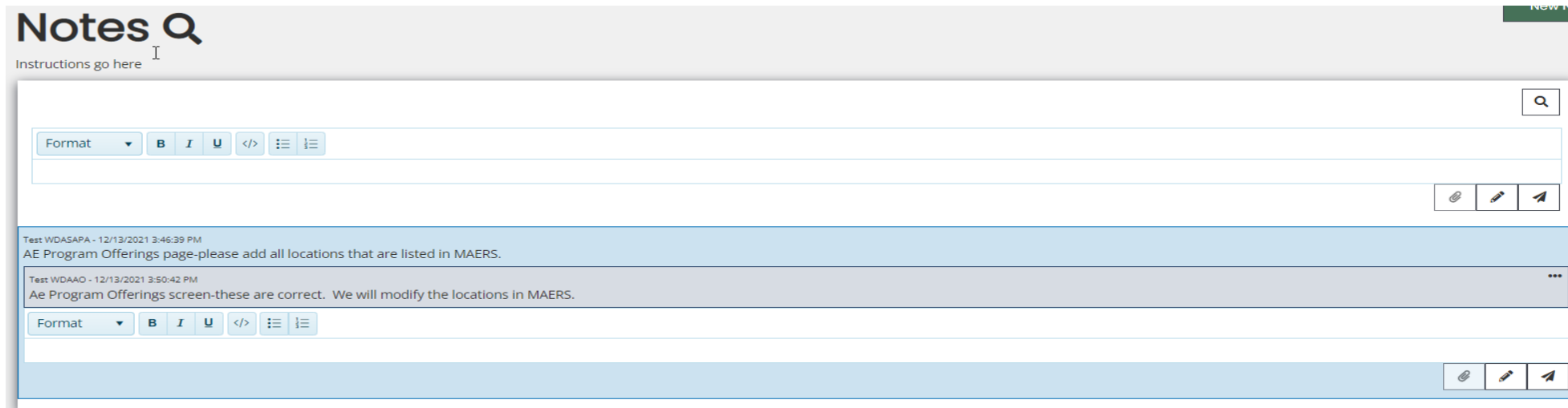
Test WDASAPA - 8/10/2021 4:02:29 PM
IET Plan Upload-please upload a Plan for each IET you are providing.

Ok, we have a dozen. Good times!

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Modify the WIOA Application cont.

The saved response will immediately populate within the note. There is no further action required for this prompt.

If additional prompts are present repeat this process. If modifications are required within the application pages, be sure to make those modifications to the application pages indicated.

Flagged Budget Items

If modifications are required to the budget, the **Flagged Budget Item** box on the navigation panel will be checked. Click on **Flagged Budget Item** and a list of flagged items will appear.

The flag will show the item as **Approved**, **Modifications Required**, or **Unallowable** and will have an associated comment. Make the required changes to the **Budget Item** and SAVE.

Submit Modifications to the Application

Once all requested modifications are addressed, select **Submit Modifications** from the **Status Options** menu on the left-hand side. Click OK in the pop-up box to confirm your submission.

Amend the WIOA Application

After the WIOA application has been reviewed and approved and grant funds have been made available, some agencies may need to amend the approved application.

To initiate an amendment, login to NexSys, utilize the search function to locate the application, scroll down to **Status Options** and select **Amend Application**.

Amend the WIOA Application cont.

Next, click on **Amendment Justification**. In the Amendment Justification field enter a specific description of what is being amended. Click SAVE.

Proceed to amend the application as needed.

Amend the WIOA Application cont.

Any change that results in a 10% or more variance to a budget line item, or any change that includes a new activity must be preapproved by the Program Office via email.

The Final Amendment date is May 15, 2023. Unlike Section 107 applications that have specific dates to amend, please make amendments to the WIOA applications as needed throughout the year until May 15.

Submit Amendment to the WIOA Application

Scroll down within the menu on the left-hand side of the page to the available status options.

Select the **Submit Amendment** option. If you choose not to submit the amendment, please cancel the amendment by clicking on **Amendment Cancelled.**

Tools Section

The **Tools** section on the green navigation panel allows agencies to complete various tasks. This is similar to the Management Tools section in the MEGS+ applications.
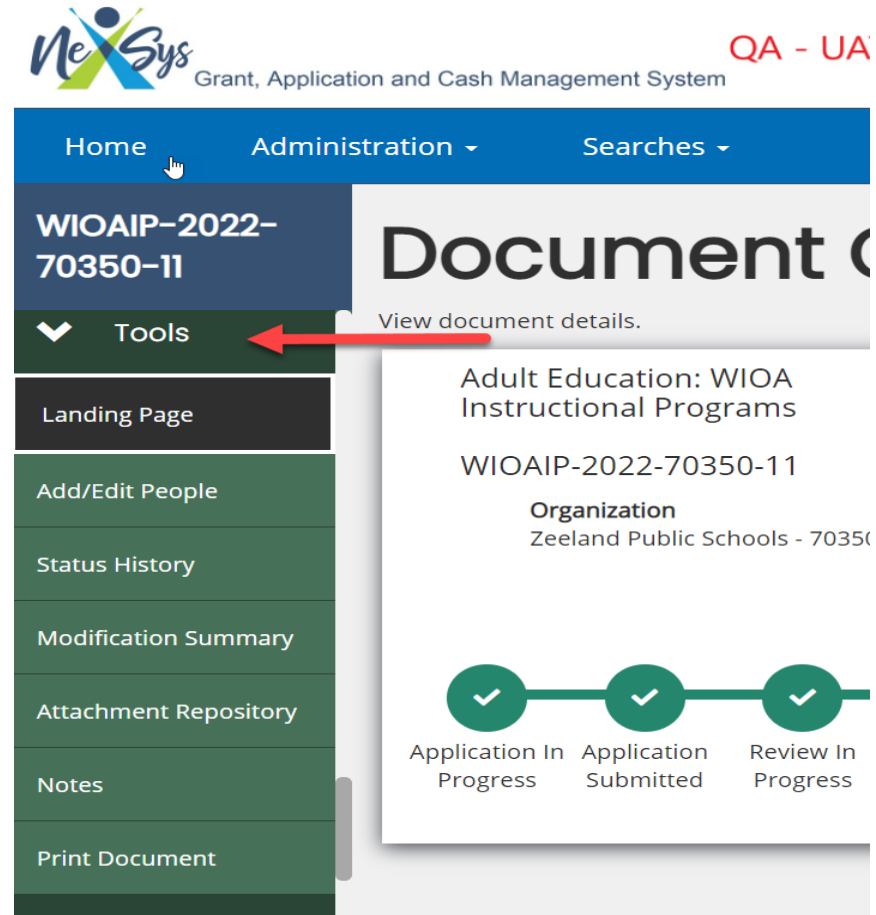
Tools Section cont.

Under the **Tools** section:

Landing Page-clicking on this brings you back to the **Document Overview** page.

Tools Section cont.

Under the **Tools** section:

Add/Edit People-this is where users are assigned to the application. Users from 2022 applications do not copy forward and must be reassigned to the application by the level 5 user.

A level 5 user must be assigned to the agency by the Michigan Department of Education (MDE). The **NexSys, Grant, Application & Cash Management System Security Access Form** must be submitted to MDE. Please contact your WIOA coordinator for this form.

Tools Section cont.

The **NexSys, Grant, Application & Cash Management System Security Access Form** must also be submitted to MDE to establish the Accounting Entity Certifier for the Cash Management System (CMS).

The **Accounting Entity Certifier** is the individual assigned to:
- draw funds,
- report expenditure data,
- assign internal secondary security access in NexSys,
- request funds via the Internet,
- certify that the expended amounts are correct and properly charged to the projects listed.

Add/Deactivate People from the Agency

Note: New users must be added to the agency first. Users no longer with the agency must be deactivated.

To deactivate a user, the Level 5 must click on Administration, select Organization & Person, select Organization Search, input the name of the organization and then select the correct organization from the search results.

Select Organization Members on the left navigation bar. Organization members will be displayed. Click on the edit feature to the right of the individual's name and then set the activation and deactivation dates.

Add/Edit People

For the level 5 user to add others to the application, select **Add/Edit People**.

Select the "+" symbol on the right-hand side to add a user to the application.

Add/Edit People cont.

Enter the name in the **Person Search** and select the desired user from the drop-down menu.
Note: The person must be added to the agency first for their name to appear in the search.

Select the user's role within the application. Level 5 users can assign any other non-level 5 user assigned to the agency.

Add an Active Date for the user. Do not select an Inactive Date-leave this field blank.

Select SAVE.

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Status History

To view the status history of the application, select the **Status History** page from the menu on the left-hand side of the page under **Tools**.

This is an informational page only.

Modification Summary

To view the Modification Summary of the application, select the **Modification Summary** page from the menu on the left-hand side of the page under **Tools**.

By selecting previous versions from the first drop-down, users can compare current or another previous version to each other.

Attachment Repository

Select the **Attachment Repository** page from the menu on the left-hand side of the page under **Tools** to view all attachments that have been uploaded to the application by the agency.

Uploads can be opened from this page by selecting the blue colored link or can be compressed/zipped for saving together.

Notes

An **"!"** next to **Notes** on the navigation menu signals that there are notes that have been entered in the application by the Program Office.

Notes can be read, added, edited and saved from the Notes page.

Notes cont.

Notes can also be added from any page within the application by selecting the **New Note** button found in the upper-right hand corner of any page.

Remember to first write the page name for which you are writing the note. Though you can access a **New Note** from each page, the notes will display as one document that does not differentiate pages.

A pop-up window will appear with a full text editor to create and save new notes.

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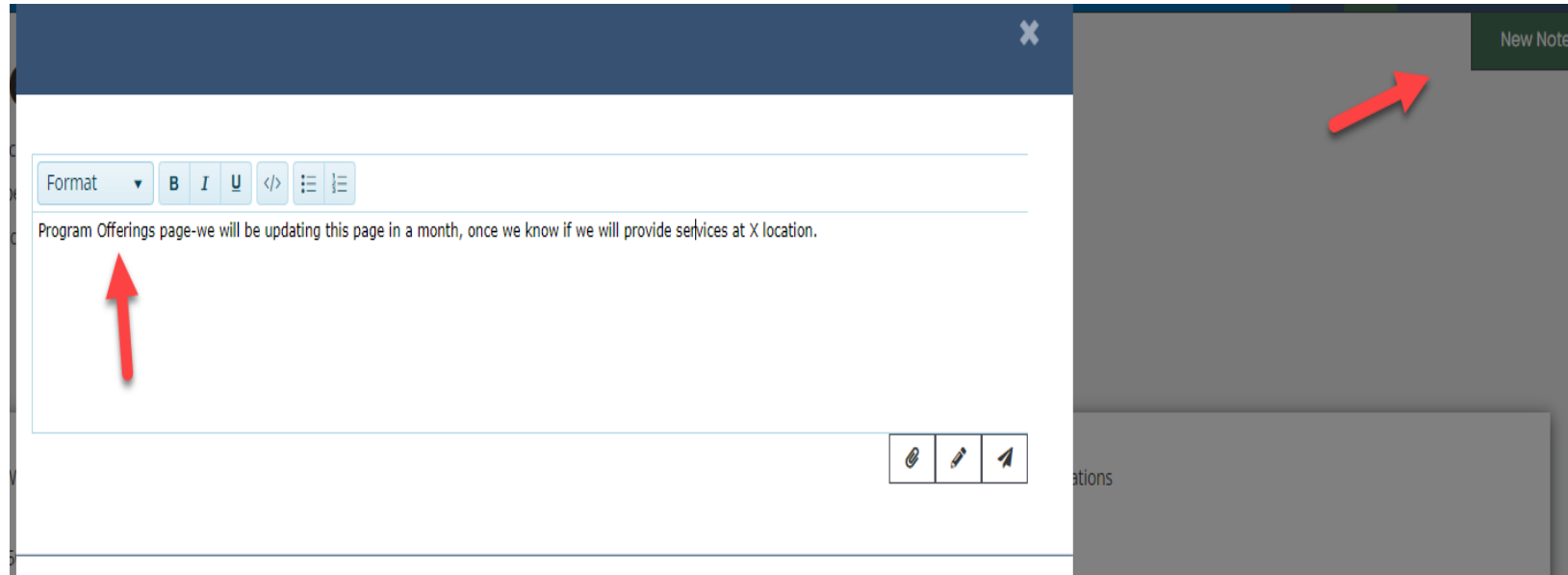
Print Document

Select **Print Document** from the **Tools** menu to open a pop-up window that allows user to select or deselect individual sections of the application to print.

The top-most row of radio buttons allows for all pages within that column to be selected

Select **Print** to download the selected pages.

Note: We strongly suggest printing individual pages rather than selecting ALL, as this can take a very long time to print and is subject to errors.
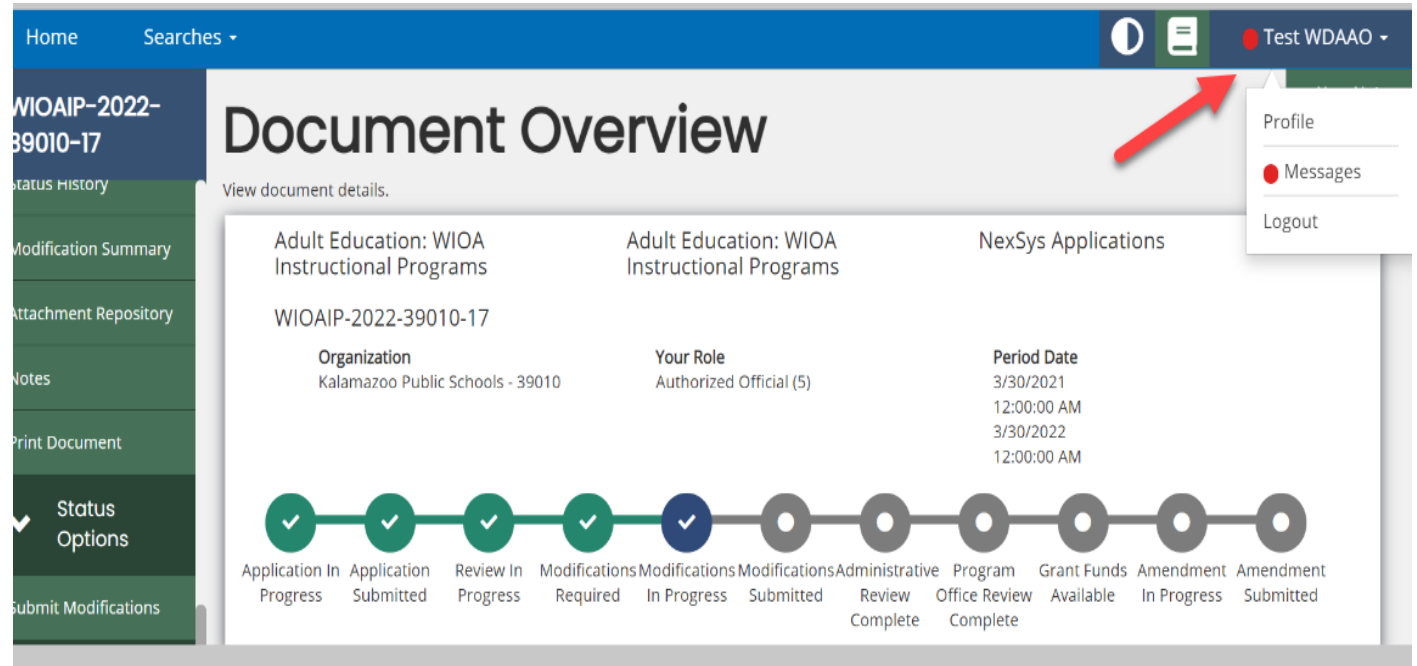
User Profile

Once initiated, the application will open to the **Document Overview** page, also called the **Landing Page**.

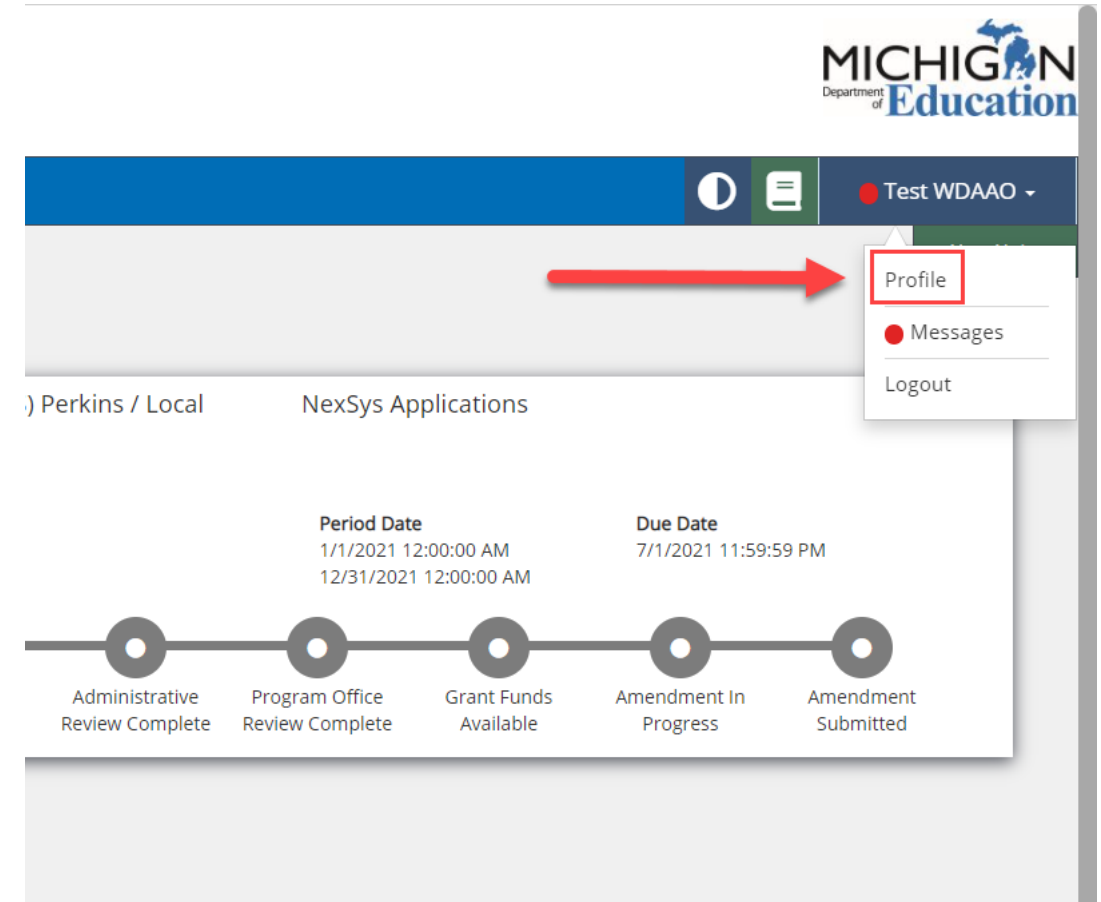Locate and select your name in the upper-right corner of the screen to drop down a short menu.

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User Profile

Select the **Profile** link from the drop-down choices.

This is also where users can access system messages received.

Adult Education

Michigan Department of
Labor and Economic Opportunity –
Workforce Development

LEO-Adulted@michigan.gov